



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.5.6	Subject: ADMINISTRATIVE MEETINGS AND REPORTS
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 5: Health Care for Secure Facilities	Effective Date: June 1, 1998
Signature: /s/ Bill Slaughter, Director	Revision Date: April 18, 2006

I. POLICY

The Department of Corrections facilities will establish mechanisms for effective communication between the facility administrator and the facility's health care unit.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

- A. *Standards for Prisons and Juvenile Facilities by the National Commission on Correctional Health Care, 2003*
- B. *National Commission on Correctional Health Care Standards for Health Services in Prisons, 2003*

IV. DEFINITIONS

Health Care Services Program – The full complement of facility health care services that range from infirmary care to sick call, and include appropriate referrals.

Medical Director – The physician designated by the Department director to oversee the health care of all offenders under Department jurisdiction.

Chief Facility Health Officer – The health authority or nursing supervisor responsible for the facility health care services.

Health Policy Team – A team consisting of the Department medical director, dental director, mental health or psychiatric representative, health services bureau chief, managed care RN, chief facility health officer, and facility administrator.

Health Care Staff – Includes licensed health care providers and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

V. DEPARTMENT DIRECTIVES

A. Reviews

Policy No. DOC 4.5.6	Chapter 4: Facility/Program Services	Page 2 of 3
Subject: ADMINISTRATIVE MEETINGS AND REPORTS		

1. The chief facility health officer will conduct annual health care program reviews at the request of the medical director and forward the results to the facility administrator and the Department medical director.
2. The review will include, at a minimum, the following information:
 - a. the number of offenders receiving health services by category of care;
 - b. referrals to specialists;
 - c. deaths;
 - d. infectious disease monitoring (e.g., hepatitis, HIV, STDs, TB);
 - e. emergency services provided to patients;
 - f. dental procedures performed; and
 - g. any staffing, space, or equipment issues or needs.

B. Health Policy Team Meetings

1. The health policy team meetings will:
 - a. be chaired by the medical director;
 - b. be documented;
 - c. convene at least semiannually;
 - d. focus on monitoring, planning, and problem resolution within the adult and youth health care delivery systems;
 - e. provide agendas that include review of quarterly monitoring reports and sentinel events, discussion of interdepartmental problems and health care system effectiveness; and
 - f. include the following personnel:
 - the adult and youth program chief facility health officers
 - facility administrators
 - the Department managed care RN
 - physicians
 - pharmacists/pharmacy consultants
 - psychiatrist
 - Department dental director
 - mid-level practitioners
 - Department fiscal and Contract Placement Bureau representatives

C. Facility Health Care Staff Meetings

1. The chief facility health officer will meet at least quarterly with health care staff to review administrative and procedural issues.
2. The meetings will be documented and the notes will include:
 - a. an account of health care system effectiveness;
 - b. a description of any environmental health factors that need improvement;
 - c. policy and procedure issues;
 - d. changes effected since the last report; and

Policy No. DOC 4.5.6	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: ADMINISTRATIVE MEETINGS AND REPORTS		

e. recommended corrective action.

D. Reports

1. Reports of all reviews and meetings will be forwarded to the facility administrator and the health services bureau chief.

VI. CLOSING

Questions concerning this policy should be directed to the health services bureau chief.